

# MEMORANDUM

## OFFICE OF THE COUNTY MANAGER

TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D.  
and Members, Board of County Commissioners

DATE: January 15, 2004

FROM:   
George M. Burgess  
County Manager

SUBJECT: Request to Advertise for  
Financial Consulting Services  
and Waiver of Administrative  
Order 3-34

This Request to Advertise for consultant selection has been prepared by the Office of the Citizens' Independent Transportation Trust (OCITT) and is recommended for approval. A waiver of those requirements of Administrative Order 3-34 under the heading "Formation of Selection Committee" is also requested to allow members of the Citizens' Independent Transportation Trust (CITT) to serve on the Selection Committee as voting members.

PROJECT: Financial Consulting services to support the CITT's oversight responsibilities relating to the People's Transportation Plan

PROJECT NO.: RFP No. 427

PROJECT LOCATION: Miami-Dade County, Florida

PROJECT DESCRIPTION: Financial Consulting services by an independent firm to provide exclusive services to the CITT. The Financial Consultant will provide support staff to the CITT and its staff.

SERVICES AND AGREEMENT  
DESCRIPTION:

Support services may include, but not necessarily be limited to: accounting services; rate and fee studies; cost/benefit analyses; forensic auditing, financial and financing analyses and feasibility studies; analyzing the County's Fiscal Year (FY) 2002-04 Actuals, FY 2004-05 Budget and the five- and thirty-year pro-forma; providing financial projections; assessing compliance with the limitations specified in §212.055(1)(d) 1-3, Florida Statutes (2001) and County Ordinance No. 02-116; and preparing a final written report, complete with an executive summary that highlights any exceptions or deviations identified, specifically documenting issues that require further analysis; and proposing recommended actions.

**MINIMUM QUALIFICATIONS  
EXCEED LEGAL  
REQUIREMENTS:**

The selected firm may not be under contract with any other department, agency or instrumentality, etc., of the County and may not be a subcontractor on any contract with the County Public Works Department, Miami-Dade Transit, or the Metropolitan Planning Organization during the term of this contract. Subcontractors under the contract with the selected firm may not be a prime contractor or subcontractor on any contract with the Public Works Department, Miami-Dade Transit, or the Metropolitan Planning Organization.

**ESTIMATED COST:**

The contract ceiling is up to \$500,000 per year. It is anticipated that the annual contract ceiling will be set through Work Orders issued to the selected Financial Consultant. All payments shall be based on either a negotiated lump-sum fee for a particular task or actual consultant's employee salary rate, as reported to IRS, times a negotiated multiplier for professional, administrative and clerical staff. Consultant's staffing requirements, tasks assigned and amount of annual Work Order(s) will be variable and highly dependent on the County's ability to implement the People's Transportation Plan.

**CONTRACT TERM:**

Three years with two one-year options to renew.

**FUNDING SOURCE:**

100% Charter County Transportation Surtax Proceeds

**CONTRACT MEASURES:**

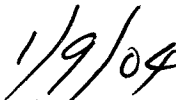
TBD. Pending Department of Business Development Review Committee on January 7, 2004.

**ADVERTISING DATE:**

February 13, 2004



Surface Transportation Manager



Date

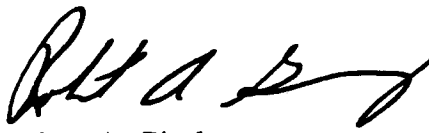


# MEMORANDUM

(Revised)

**TO:** Hon. Chairperson Barbara Carey-Shuler, Ed.D.  
and Members, Board of County Commissioners

**DATE:** February 3, 2004

**FROM:**   
Robert A. Ginsburg  
County Attorney

**SUBJECT:** Agenda Item No.

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No.

**RESOLUTION NO.**

RESOLUTION REQUESTING APPROVAL TO  
ADVERTISE FOR FINANCIAL CONSULTING  
SERVICES AND WAIVER OF THOSE  
REQUIREMENTS OF ADMINISTRATIVE ORDER  
3-34, UNDER THE HEADING "FORMATION OF  
SELECTION COMMITTEES" AND ALLOWING  
MEMBERS OF THE CITIZENS' INDEPENDENT  
TRANSPORTATION TRUST (CITT) TO SERVE ON  
THE SELECTION COMMITTEE AS VOTING  
MEMBERS

**WHEREAS**, the Board desires to accomplish the purposes outlined in the  
accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY  
COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board approves a  
Request to Advertise for Financial Consulting Services and waiver of those requirements of  
Administrative Order 3-34 under the heading "Formation of Selection Committee" and allowing  
members of the CITT to serve on the selection committee as voting members.

The foregoing resolution was offered by Commissioner \_\_\_\_\_ who  
moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_  
, and upon being put to vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson  
Katy Sorenson, Vice-Chairperson

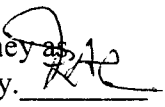
Bruno A. Barreiro  
Betty T. Ferguson  
Joe A. Martinez  
Dennis C. Moss  
Natacha Seijas  
Sen. Javier D. Souto

Jose "Pepe" Diaz  
Sally A. Heyman  
Jimmy L. Morales  
Dorrin D. Rolle  
Rebeca Sosa

The Chairperson thereupon declared the resolution duly passed and adopted this 3rd day of February, 2004. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as  
to form and legal sufficiency. 

By: \_\_\_\_\_  
Deputy Clerk

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